

**City of Lauderhill  
Employment Opportunity  
03/01/2016  
Open Competitive**

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**Job Title: Administrative Clerk (Full-Time)  
Department: Human Resources**

**Salary:**

\$33,498 Annually

**Job Description:**

Under general supervision, the purpose of the position is to provide clerical and office support duties. Position is responsible for extensive record keeping and filing duties. Employees in this class ensure accuracy and completion on multiple documents. Responsibilities involve personal and telephone contact with residents, employees, supervisors, and performing various clerical and courier functions. Position may act in front desk customer service capacity for the Department. Performs related work as required.

Note: Upon request, an official job description outlining the duties required in this position is available from the Human Resources Department.

**Qualification Requirements:**

High school diploma or GED; supplemented by a minimum two (2) years office support experience that provides familiarity with computers and popular software applications; or training; or an equivalent combination of education, training and experience.

**Special Requirement:**

Valid State of Florida Driver's License (Preferred)

**Basis of Rating:**

- 1) Review of application based on education, training, and experience as requested in the application.
- 2) An interview designed to evaluate each applicant's knowledge in this field of work.

**Closing Date & Time:**

**OPEN UNTIL FILLED**

**Applicant must file a complete application and attach a copy of their  
High School Diploma/GED and Valid State of Florida Driver's License (Preferred).  
Resumes alone are not acceptable.**

**How to Apply:**

Applications may be obtained at the City of Lauderhill, Human Resources Department, 5581 W. Oakland Park Blvd. Suite 338., Lauderhill, Florida 33313, from 7:30 A.M. to 5:45 P.M., Monday through Thursday or online at [www.lauderhill-fl.gov](http://www.lauderhill-fl.gov).

**Benefits:**

Full-time employees of the City enjoy an excellent benefits package including educational assistance, paid vacation leave, pension, dental and health insurance, and career advancement.

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**Equal Opportunity Employer - M-T/D/V  
Pre-Employment Physical, Drug and Alcohol Screening**